



JOB TITLE: Part-Time Test Lab Assistant

JOB REQUIREMENTS & JOB DUTIES:

Please see attached job description.

WORK DAYS & HOURS: Monday – Friday (18-20 hours per week)

RATE of PAY: \$10.00 per hour

NOTES: Applications will be accepted **September 27th-October 1st, 2018**. Details regarding this posting will be viewable on www.cemc.org during the allotted application period. Interested applicants should do the following:

Complete an application online or visit any of the following CEMC offices from **8:00am - 4:00pm** to complete an application. (Montgomery County - Clarksville; Stewart County - Dover; Robertson County - Springfield; Cheatham County - Ashland City; Sumner County - Gallatin, Portland, or White House)

Cumberland Electric Membership Corporation is an equal opportunity employer and takes affirmative action to employ and advance in employment qualified employees, applicants with disabilities, and protected veterans.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, gender identity, sexual orientation, disability, or veteran status .

POSITION TITLE: Part Time Test Lab Assistant

EEO Group: Laborers and Helpers

Overtime Status: Non-Exempt

Division: Operations

Department: Operations

Section: Safety

Reports To: Supervisor, Protective Equipment Test Lab

Supervises: None

Position Summary: Assists with cleaning and testing all protective equipment, to include rubber gloves, sleeves, line hoses, blankets, protective grounds, truck grounds, insulated sticks, mechanical jumpers, covers, etc.

Essential Duties and Responsibilities:

1. Observes CEMC safety rules, procedures, safety policies, and bulletins.
2. Assists in Protective Equipment Test Lab with the receiving, washing, drying, inspecting, electrical testing, and preparing rubber goods for shipping.
3. May assist Protective Equipment Test Lab employees with testing grounds, sticks, and other protective equipment.

4. Performs housekeeping duties within the lab.

Equipment Used:

Hanco glove/sleeve tester, UniMac washer and dryer, Stepladder, Telephone, and Personal Computer.

Software Used:

Codetrack Systems, CEMC Intranet.

Education Degrees, Certificates, Licenses, and/or Training:

Required: High School Diploma or equivalent.

Experience, Knowledge, Skills, and Abilities:

Required: Ability to prioritize work and follow directions.
Ability to learn about testing equipment and basic knowledge of ASTM standards regarding protective equipment.
Ability to interpret data from test equipment.
Ability to write legibly and communicate effectively, both orally and in writing.
Ability to work with all cooperative employees in the best interest of the Cooperative.

Physical Demands: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

Visual Acuity, manual dexterity, hearing, climbing stepladder, lifting and moving up to **100** pounds, standing, walking, sitting, stooping, bending, squatting, twisting, balancing, kneeling, and crouching.

Working Conditions:

Erratic working hours and pressure to meet testing schedules and distribute gloves and sleeves to in-house customers.

This position description is not intended to be all-inclusive. An employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

CEMC reserves the right to revise or change the description and specifications as the need arises.

This position description does not constitute a written or implied contract of employment.

June 2011; Reviewed January 7, 2015